

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
NEW MEXICO 87117-5606**



AFI 33-360, VOLUME 1

**KIRTLAND AIR FORCE BASE
Supplement 1**

15 APRIL 2000

Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 CS/SCPP (Florence P. Welch)
Supersedes AFI 33-360, Vol. 1/KAFBSUP1,
15 Feb 99

Certified by: 377 CS/SCP (Percy A. Lemons)
Pages: 5
Distribution: F

AFI 33-360, Vol. 1, *Publications Management Program*, 31 July 1998, is supplemented as follows. It applies to all individuals and organizations that maintain, prepare, review, approve, or use Kirtland Air Force Base (KAFB) publications.

SUMMARY OF REVISIONS

This publication is changed to show new format for KAFB publications and announces that the base will no longer publish a weekly bulletin.

1.1.4. Most KAFB publications are available electronically on the Kirtland web page: <http://www.kirtland.af.mil>. A self-help workstation is available in building 20140 (1952 First Street SE, Kirtland AFB), for customers without Internet access.

1.9.5. KAFB publications are **certified** at a minimum of one organizational level above the OPR (block 17 of AF Form 673). They are **approved** at a minimum of one organizational level above the certifying official (block 20 of the AF Form 673). The signature block of the approval authority must appear on the final page of the publication. The Wing Commander coordinates on all new publications (see paragraph 3.17). **NOTE: Approving authority does not sign the publication.**

2.2.8.2. Operating instructions (OI) follow the same format as an AF instruction. The level of issue determines who approves the operating instruction.

2.3.9.1. The base no longer publishes a weekly bulletin.

2.3.9.2. The publications manager publishes the KAFB Publishing Bulletins once each month. They are available electronically on the Internet or through the Publishing Office.

3.4.6. Use the authority line "BY ORDER OF THE COMMANDER" on the first line of all KAFB publications.

3.13.1. (Added) OPRs **must** include and **sign** this statement in block 16 (Remarks) of the AF Form 673, **Request to Issue Publication:** *"I understand all distribution codes (F, X and L) and verify that this publication has been assigned the appropriate code. I acknowledge that if I select distribution code F, the*

publications manager will place the electronic version of the publication on the unclassified network (Internet) for distribution."

3.13.2. (Added) The OPR **may** also include this statement on the AF Form 673: "*Please review and return this publication to (OPR's office symbol) not later than (date selected by the OPR). This office will consider responses received after the suspense date in future revisions.*" (Optional statement.)

3.14. The publications manager will accept electronic coordination of drafts if it is included in the final publications package.

3.16. OPR must mark "**DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE**" across the top of **each** page of the draft (including electronic drafts) on all KAFB publications including visual aids, until the final draft is complete. Publications are drafts until the publications manager authenticates and lists the publication in the KAFB Index 2, *Numerical Index of KAFB Standard and Recurring Publications*.

3.17. The 377th Air Base Wing Commander (377 ABW/CC) must approve or coordinate on all new publications. The office of primary responsibility is responsible for obtaining coordination on the AF Form 673 from **all offices having a technical or functional interest in the publication**. The OPR must return the signed originals of all AF Forms 673 and AF Forms 1768 (if required) to the publications manager.

3.19.1. The publishing office will not publish or release drafts that do not contain sufficient coordination. Follow guidelines in Table 3.1 of AFI 33-360V1.

3.21. The office of primary responsibility must send a draft and a disk containing the publication to the publications manager (377 CS/SCSP) for review **before** the draft is sent out for coordination. You may also send a draft via e-mail to: wesley.hale@kirtland.af.mil. The publishing manager will review and return the draft to the OPR for corrections and coordination. OPR must return all drafts and final copies to the publications manager.

3.23. Promptly notify the publications manager when the individual responsible for a publication changes. The certifying official is responsible for appointing a new OPR.

3.23.1.7. Ensure main paragraphs have a **title**. Use Microsoft Word for Windows *Æ*, Times New Roman, 12 point, single-spaced for all publications (see AFI 33-360, Vol. 1, for sample of paragraph format). Use 1-inch margins, justified right margin, and print on 8 1/2 by 11-inch white bond paper using a laser printer. Provide the final draft to the publications manager in a paper copy and on a 3-1/2 inch MS DOS formatted disk or by e-mail.

3.24. Coordinate with the forms manager whenever revising or rescinding a publication that contains a KAFB form. The forms manager (377 CS/SCSPF) must authenticate all KAFB forms identified in a publication. If the form is new, submit a DD Form 67, **Form Action Processing Request**, to the forms manager and allow enough time for form design. Coordinate publications and forms according to paragraph 3.17.1.

3.24.2. Do not include a sample form in a KAFB publication unless the form is complex or could be misunderstood. If a form is included, provide instructions and prepare a filled-in sample form. Do not include blank forms in publications. Attachments that are forms must be in **Microsoft Word format** (or refer to the form as an electronic form that can be downloaded from the Internet).

3.45.5. The office of primary responsibility (OPR) is responsible for revising or rescinding supplements within 90 days following the publication of a revised basic publication. After 90 days, the publications

manager may send OPRs an AF Form 399, **Request for Action in Implementation of Higher Headquarters Publications**, informing them that a new basic publication was published. The publications manager will then establish a suspense date for the revision. If the OPR fails to take action within 30 days after receiving the AF Form 399, the publications manager will rescind the supplement.

3.49. The office of primary responsibility (OPR) must submit an AF Form 1382, **Request for Review of Publication and/or Form(s)**, to 377 CS/SCSP to rescind a KAFB publication. Inform the forms manager (377 CS/SCSPF) if the publication contains any KAFB forms.

3.50. For very minor changes to KAFB publications, the OPR may submit the changes in writing to the publications manager. The electronic publication will be updated to incorporate the changes and the date changed. The publications manager will determine if the changes are significant enough to require a complete revision of the publication.

3.56. The publications manager must approve all newsletters or other recurring publications **before** the OPR reproduces or distributes them

3.67. The publications manager approves the printing of all KAFB publications, whether initial or reissue, to ensure currency. Keep copy requests of all publications to a minimum especially if they are available electronically. OPRs must fund printing requests for publications and forms.

A4.4. All KAFB instructions must have an antecedent AF policy directive.

A4.12. Use the active voice in KAFB publications and supplements. (Refer to AFI 33-360, Vol. 1, **attachment 4**, Editorial Guide for Drafts and Guidance for Preparing, Reviewing, and Editing Publications).

A4.13. Capitalization. Refer to the Government Printing Office (GPO) Style Manual and AFH 33-337, *Tongue and Quill*, for rules on capitalization. Use the GPO Style Manual as first choice for reference. If you need a copy, call the base library on procedures for ordering the GPO Style Manual.

A4.31.1.4. Do not use columns for KAFB publications.

Attachment 1**SAMPLE FORMAT FOR KAFB INSTRUCTIONS**

BY ORDER OF THE COMMANDER

KAFBI 33-XXXX

HEADQUARTERS, 377TH AIR BASE WING (AFMC)

KIRTLAND AIR FORCE BASE, 15 APRIL 2000

NEW MEXICO 87117-5882

Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 CS/SCSP (A1C Wesley E. Hale) Certified by: 377 CS/SCS (Mr. Percy A. Lemons)

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management*. It explains how to develop and manage Kirtland Air Force Base (KAFB) publications. It applies to all persons who prepare, review, certify, or approve KAFB publications or operating instructions.

SUMMARY OF REVISIONS

Explain what has been revised. (See AFI 33-360, Vol. 1, paragraph 3.51)

1. Format. Ensure main paragraphs are flush left and right justify the entire publication. To indent subparagraphs set default tab stops at point 3 and clear all other tabs. Use the "increase indent" button to indent subparagraphs. Do not use "hanging" indent.

2. Draft Publications. Send draft to 377 CS/SCSP for review before sending the publication out for coordination. Use AF Form 673, Request to Issue Publication, to coordinate with all affected offices. The approving official does not sign the publication. Include AF Form 1768, Staff Summary Sheet, if required. Follow the same format for operating instructions.

SIGNATURE (Approving Official)

CARL F. UNHOLZ, JR., Major, USAF
Commander, 377th Communications Squadron